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16 SEP 1968

MEMORANDUM FOR: [REDACTED]

DDP/RMO

SUBJECT : Coordination of Proposal for "Index Card
Correction and Destruction Procedure"

1. This Office concurs in the proposed [REDACTED] draft dated 20 March 1968 on the "Index Card Correction and Destruction Procedure".

2. We would suggest that the word "destroyed" not be used in paragraph 4a(2) because, as you explain in that paragraph, you mean "removed from the CS System". It seems appropriate to head the paragraph "CS Copy removed from System" and explain that "Removed" means "Officially removed" thereby avoiding the word "destroyed" which is not true or appropriate in many instances.

3. In paragraph 4a(5) the word copy should be underscored for emphasis if you intend for the official record copy not to be put in the 201 file.

4. In the Central Forms Control Records we have reserved Form No. 2876 for your proposed "Extract for 201 Dossier" form and you may refer to it as such immediately, if you like. When you complete the draft our forms section will process it into the Agency system and print it with that number upon receipt of your request.

[REDACTED]
CIA Records Administration Officer

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GROUP 1
Excluded from automatic
downgrading and
declassification

S-E-C-R-E-T

8 APR 1968

DDP/RMO-68/29

2 April 1968

MEMORANDUM FOR:

SUBJECT : Index Card Correction and
Destruction Procedure

The attached proposed CSI applicable to the procedures involved in correction and destruction of Main Index cards is forwarded for comment or concurrence of the component you represent. The incomplete reference to another CSI refers to a pending procedure on 201 consolidations.

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DDP/RMO

Attachment
As stated

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